



Loudoun County, Virginia

Department of Building and Development

Zoning Administration Division

1 Harrison Street, S. E., MS #60, Leesburg, VA 20177-7000

Administration: 703/777-0397 Fax: 703/771-5215

LOUDOUN COUNTY SIGN COLLECTION PROGRAM GUIDELINES

1. Loudoun County's sign collection volunteer program has been established to provide opportunities for members of the community to enhance the appearance of the County by removing illegally placed signs from roadway right-of-ways.
2. The volunteer recognizes the need for and accepts responsibility for collecting the signs. Loudoun County Department of Building and Development will determine whether an application from a volunteer is accepted.
3. The volunteer participant acknowledges that potential dangers may be involved in sign removal, such as working near automobile travel lanes, working on uneven shoulders and ditch lines, handling signs with nails and sharp edges and potential contact with broken glass, sharp metal, and animals.
4. Volunteer participants will review the "Guidelines" prior to each sign collection effort and shall submit the sign removal worksheet upon the completion of each sign collection effort.
5. The possession, consumption, or being under the influence of alcohol or drugs during sign collection is prohibited.
6. Sign collection shall take place during daylight hours during non peak (rush hour) traffic periods and should be conducted during fair weather.
7. Loudoun County will furnish reflective safety vests to program volunteers which shall be worn at all times during collection efforts.
8. While performing sign collection in the right-of-ways volunteers must not distract, disrupt, or adversely affect or impede traffic. Participants must not display messages or carry banners. Volunteers agree to stay clear of traffic.
9. Volunteer participants must be 18 years old or older.
10. Volunteer participants will refrain from wearing headphones during sign collection efforts.
11. Volunteers agree to only remove signs within 5 foot of the "pavement edge" and agree not to remove signs from private property. If a volunteer is unsure of the status of a sign, the volunteer agrees to contact Zoning Enforcement staff in order to lodge a complaint and will not take individual action.
12. Volunteers agree to report any injury sustained while performing sign collection efforts to the Zoning Enforcement staff in a timely matter.
13. Volunteer participants agree to defend, release, indemnify and hold harmless Loudoun County, its officers, agents and employees against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the county, and shall defend, release, demands, suits, actions, liabilities, causes of

action or legal or equitable proceedings of any kind or nature, including worker's compensation claims, of or by anyone whomsoever, in any way resulting from or arising out of the sign collection activities, including acts or omissions of the sign collection participants: provided, however, that the sign collection participant need not indemnify and save harmless Loudoun County, its officers, agents, and employees from damages proximately resulting from the sole negligence of the county's officers, agents and employees.

14. Volunteer participants understand that they are not and shall not be construed to be employees of Loudoun County.
15. The program coordinator reserves the right to remove a participant from the program at any time.
16. Volunteer participants agree to dispose of collected signs in a manner consistent with program guidelines and or at the expense of the volunteer.
17. It is the responsibility of the volunteer participants to be familiar with and comply with these program guidelines.

